

F. Scott Fitzgerald Theatre & Social Hall INFORMATION continued

F. Scott Fitzgerald Theatre HOUSE RULES & REGULATIONS

The following rules and regulations must be adhered to by all the members of the renting organization as well as the visiting audience members.

TIME OF USE

All delivery of event equipment, set-up, rehearsal, actual presentations, clean-up from the event and removal of all event related equipment brought in by the user group must be accomplished within contracted hours. Exceptions to this policy must have prior written permission of the F. Scott Fitzgerald Theatre staff. Any request for extending rehearsal or technical time in the Theatre must be made at least 7 days prior to the use and must be approved by the Theatre staff.

INSURANCE

All users must obtain and maintain liability insurance from an A+ rated carrier (by A.M. Best) licensed to do business in the State of Maryland, at their own expense, for the mutual benefit of both the user and the City. The user shall obtain and keep in full force and effect, at user's sole cost, for the mutual benefit of the City and the user, comprehensive broadform general public liability insurance against claims and liability for personal injury, death or property damage arising from the use (including the event and all related activities), providing protection of at least one million dollars (\$1,000,000) for bodily injury or death for any one person; at least one million (\$1,000,000) for any one accident or occurrence and at least one million dollars (\$1,000,000) for property damage. The policy must specify no deductible and include a provision for volunteer accident coverage.

The policy shall add as insured, by endorsement, the City of Rockville and its elected and appointed officials, officers, employees, agents, and representatives. The policy shall also contain language to the effect that: (1) the insurer waives the right of subrogation against the City and the City's elected and appointed officials, officers, employees, agents, and representatives; and (2) the policy is primary and non-contributing with any insurance that maybe carried by the City; and (3) the policy cannot be cancelled or materially changed without thirty (30) days notice by the insurer to the City by certified mail to: Safety and Risk Manager, City of Rockville, 111 Maryland Avenue, Rockville, Maryland 20850.

User shall furnish a copy of said insurance policy or certificate of insurance to the Civic Center no later than thirty (30) days prior to the event, and shall maintain such insurance throughout the period during which the event and related activities occur. The language for the Certificate of Insurance shall state as follows: **The City of Rockville, its elected and appointed officials, employees and volunteers are included as insured. This coverage shall be primary and City insurance shall not be contributory. There shall be no subrogation against the City. No cancellation or material change shall be made without thirty (30) days written notice to the City by certified mail.**

Certificates are subject to review and approval by the Safety and Risk Manager for the City of Rockville.

Failure to provide proof of adequate insurance will result in cancellation of the user's contract and retention of the entire facility rental fee.

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HOUSE RULES & REGULATIONS - continued

ROYALTIES

All royalty fees, such as BMI, ASCAP, or SESAC and/or dues to AEA, AFTRA or other union dues, which may be required are the responsibility of the user.

SMOKING IS PROHIBITED

No smoking in the facility. Smoking urns are located outside the main entrances.

LIGHT & SOUND

Any repairs or adjustments to sound, lighting, staging and soft goods without prior approval from the F. Scott Fitzgerald Theatre staff may result in additional charges.

VIDEO TAPING

Permission from the presenting organization must be obtained prior to any video taping in the Theatre. Copyright issues and related laws must be respectfully complied with by all individuals. Presenting groups are requested to provide a statement on video taping within their program. Locations for video taping must be coordinated with staff.

STROBES

Strobes may be used on stage only if identified in your Theatre use plan, identified to the Box Office prior to ticket sales, acknowledged in the event program and with signs displayed in Theatre Lobby to protect those audience members who are sensitive and/or prone to seizures. Notice of strobes is a law, not an option.

SMOKE MACHINES

Smoke, Fog, or Hazer machines are allowed on stage, but must be operated under the direction of Theatre staff. The user is responsible to use in such ways that the smoke alarms do not go off. Signs must be posted in the Lobby identifying use of smoke, fog, or hazer machines to the audience members.

FACILITY USE

Rockville Theatre staff have final authority over use of the Theatre facility and equipment.

FOOD & DRINK RESTRICTIONS & RESPONSIBILITIES

In all areas where food and drinks are allowed – appropriate disposal of trash into trash cans and/or recycling bins is required of all individuals/renters. User groups are required to remove food trash from the building at the end of their rental.

AREA RESTRICTIONS

- **Lobby** – food and drink permitted
- **Theatre House** – NO food, drink, gum or candy allowed. This applies during any use –rehearsal, performance, etc.
- **Main Stage** – NO food or drink at any time
- **Dressing Rooms & Green Room** - food and drink permitted or restricted at the discretion of the event director
- **Social Hall** – food and drink permitted

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CONCESSIONS

Provision and supervision of concessions in the Lobby for audience members or participants is the sole responsibility of the Theatre user group. The following rules apply:

- Concessions must be overseen by an adult.
- Appropriate handling of the food and beverages for public consumption must be provided.

Appropriate food and/or alcohol permits from Montgomery County must be obtained by the user group

- **ALCOHOL PERMITS**

- For all events held free of charge for participants where alcohol is provided as an optional beverage served at an open bar, no alcohol license is required.
- For all events where there is a price for admission and alcohol is made available at no additional charge on site or if the event hosts a sale of alcohol at a cash bar, an alcohol license is required through Montgomery County.
- Requests for alcohol permits must be made at least 30 days prior to the event date. Please contact: Montgomery County Department of Liquor Control located at 16550 Crabbs Branch Way, Rockville, MD. 20855
Phone 240-777-1999
For more information check out www.montgomerycountymd.gov/dlc

- **FOOD LICENSE APPLICATION RESPONSIBILITY**

- Events attended by invitation only – not open to the public- do not need a Special Food Service License.
- A Special Food Service License must be obtained for any event to which the public is invited to attend and food will be available free of charge, in exchange for a donation, or through a set price sale.
- Applications must be submitted at least 2 days prior to the event to the Montgomery County Department of Health and Human Services located at 255 Rockville Pike, Second Floor, Rockville, MD, 20850-2368.
- Applications are available online at www.montgomerycountymd.gov - click on Services, click on Licenses and Regulations.
- For more information call 240-777-3986 Fax 240-777-3088.
- 2007 Fees for a Montgomery County Special Food Service License were as follows:
 - \$15 for a non-profit 501C3 offering only packaged snacks & canned drinks
 - \$30 for a non-profit 501C3 offering a variety of food & beverage items
 - \$45 for a for profit individual/organization offering packaged snacks & canned drinks
 - \$65 for a for profit individual/organization offering a variety of foods
- A Montgomery County food inspector may visit the site to ensure food service rules are being followed.
- Display of the food license on-site is required.

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PRODUCTION/STAGE MANAGER

All Theatre events require a Production/Stage Manager. The rental group is responsible for providing this person. The Production/Stage Manager is responsible for:

- All aspects of the production – the people, equipment used, time management for use of the facility, compliance to all Theatre house rules and regulations and all event communications to the Rockville Theatre staff.
- Being on-site and providing oversight during the event load-in and load-out.
- An opening announcement to the audience that includes content required by the Theatre.

HOUSE MANAGER

All Theatre events require a House Manager. The rental group is responsible for providing this person. Responsibilities of House Manager include:

- General oversight of the audience and the ushers throughout the time the members of the audience are within the facility. The House Manager is the person watching for and listening to problems and making connections for help in coordination with the Box Office staff – issues inside the house with seating, medical emergencies, HVAC concerns, etc.
- Communications with Stage Manager and signal to the audience to end intermissions.
- Concessions accomplished in an appropriate manner including removal of all food and trash from the Lobby.
- Lobby sales in an appropriate manner.
- Ushers who are aware of their responsibilities and who perform their duties.
- Oversight to all photography and video taping by the audience or organization.
- Guidance to audience members who are video taping presentations to follow video rules.

Note: The House Manager must remain on-site throughout the entire time any member of the public/audience is present – until the last guest has left.

USHERS – minimum of 4 suggested – 2 REQUIRED

All Theatre events must have ushers at both Theatre house entrances off the Lobby in order to serve the audience/customers and to protect the use of the facility. Ushers are responsible for:

- Taking tickets & distributing programs.
- Assisting audience members with finding seats in the house.
- Ensuring no food, drink, candy or gum is taken into the Theatre.
- Overseeing the Theatre house entrances during intermissions.
- Overseeing that the Theatre house doors do not open at an inappropriate time for the performers on stage.

Note: The Box Office does not set aside seats for use by the ushers. Seating for ushers is the responsibility of the renting user group.

OPENING ANNOUNCEMENT TO AUDIENCE

Every group using the Theatre must make an announcement to the audience prior to their show/presentation that includes the following:

- Welcome to the F. Scott Fitzgerald Theatre.
- For your own safety, please locate the nearest exit. In case of an emergency – walk do not run to this exit.
- Please turn off your cell phone and electronic devices.
- Please NO food, drink, gum or candy is permitted in the Theatre house – enjoy these items in the Lobby only.
- No smoking is permitted.
- Photography and video rules per your organization's preference.

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ANIMALS

Personal pets are not allowed in the Theatre facility. Animals participating in a stage performance must be supervised at all times and caged when not on stage. Animal handlers must be identified and all arrangement pre-approved by the Theatre Supervisor. Service animals are accepted within the facility per existing laws.

SIGNAGE

All signs displayed inside the Theatre must be hung using "blue" painters tape that will not damage any wall surface. All signs for exterior display in the park must be pre-approved by Theatre staff for content, location and method to be used for display. No signs may be attached to street signs, lampposts or trees.

EQUIPMENT

All equipment being used by the user group must be kept clear of all entrances, passageways and stairways.

LOADING DOCK & DRIVEWAY

The drive to the loading dock is for use by delivery and pick-up related vehicles only. No parking is allowed on the loading dock drive at any time.

The Loading Dock door should remain closed at all times other than a rental load-in or load-out. The door must remain at least three quarters closed during late afternoon and evening use to lessen the impact on the facility's HVAC system and to help deter entry into the facility by insects, squirrels and bats.

STAGE ACCESS

Parents, relatives and friends of anyone involved in a production are not permitted on stage at any time.

PYROTECHNICS ARE PROHIBITED

No pyrotechnics of any kind are allowed in the F. Scott Fitzgerald Theatre or Social Hall

OPEN FLAME

The use of candles or any other open flame is not permitted in the Theatre or Social Hall without the express written consent of the Theatre staff. There is to be no use in or about the premises of any substance of an explosive, corrosive or flammable nature, without the express written permission of the Theatre staff. All stage materials used shall be flame proofed. Any user shall not cause or produce to be caused therein, or to emanated there from any unusual, noxious or objectionable smokes, gases, vapors or odors.

FLAME/FIRE-PROOFING

All materials used for decorations and theatrical scenery, including all drops, must be Class "A" rated for flame spread. Users must have documentation certifying that all materials meet this requirement. Without this documentation, the management of the F. Scott Fitzgerald Theatre has the right and obligation to perform a field flammability test, which requires a small sample of the material. Materials that fail the test cannot be used onstage.

WEAPONS

Weapons are not allowed at City of Rockville facilities. Weapons include objects or substances designed to inflict a wound, cause injury or incapacitate, including, without limitation and whether real, fake, disabled or rigged, all firearms, BB guns, air guns, pellet guns, switchblades, knives with blades five or more inches long,. This extends to any activity, class, rehearsal or performance. Exceptions to this policy must have prior written permission of the F. Scott Fitzgerald Theatre staff.